
California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Job Description – Meter Reader

POLICY NUMBER: 2966

2966.1 General Job Description

Under the supervision of the Water Division Manager, and direction of the Computer Operator:

- (a) reads and records water usage data from meters;
- (b) organizes accounts into routes for optimal data collection efficiency;
- (c) facilitates account management by monitoring and controlling meter usage;
- (d) provides support to office clerical staff and to pipeline construction and maintenance crews;
- (e) trains other staff as necessary for relief or replacement purposes;
- (f) delivery of account information or notification forms;
- (g) performs a wide variety of unskilled and semi-skilled manual and automated tasks.

2966.2 Prerequisite Qualifications

2966.2.1 High school diploma or the equivalency thereof.

2966.2.2 Valid California driver license and satisfactory driving record.

2966.3 Basic Work Hours: 8:00 AM to 4:30 PM, Monday through Friday.

2966.4 Hourly Compensation:

2966.5 Essential Job Duties:

2966.5.1 Task: Reads and records water usage data from water meters.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 lbs.); kneeling; stooping; bending; squatting; upper and lower body flexibility; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2966.5.2 Task: Respond to customer requests for service turn-on and turn-offs, and locking or unlocking meters.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 lbs.); kneeling; stooping; bending; squatting; upper and lower body flexibility; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2966.5.3 Task: Installs and removes meters.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 lbs.); kneeling; stooping; bending; squatting; upper and lower body flexibility; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2966.5.4. Task: Maintains access to meters by clearing away soil, debris, weeds, leaves, brush, etc., and uses appropriate tools to do so, including brush saw, weed-eater, shovel, rake, etc.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (regularly up to 25 lbs.); kneeling; stooping; bending; squatting; upper and lower body flexibility; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2966.6 Marginal Job Duties:

2966.6.1 Task: Provides assistance to clerical staff in office.

Physical Demand: Sitting; standing; walking; close vision; use of hands to operate office equipment, including copy, binding and fax machines, telephone, and typewriter; driving vehicle.

2966.6.2 Task: Assists pipeline construction and maintenance crews in controlling traffic to facilitate the repair, replacement, operating and maintenance of District facilities.

Physical Demand: Standing; walking over uneven ground; distance vision; speaking; hearing; use of hands to hold and manipulate signs, and to give direction to vehicle operators; driving vehicle.

2966.7 Environmental Demands:

2966.7.1 Outside: Frequently works outside in a variety of weather conditions ranging from snow to +100° F.

2966.7.2 Inside: Occasionally works indoors in temperature-controlled environment.

2966.7.3 Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from animal repellent spray.

2966.7.4 Noise/Vibration: Moderate exposure to noise and minimal vibration from tools and equipment.

2966.8 Mental Requirements:

2966.8.1 Reading: Reads road maps, instructions, work orders, meter route books, forms, safety manuals, letters, reports, memos and messages.

2966.8.2 Writing: Prepares work orders, response forms, reports, memos and messages.

2966.8.3 Math: Ability to perform basic math calculations. Ability to count and measure.

2966.8.4 Attention to Detail: High level concentration and attention to detail to accurately enter data into hand-held data-collectors.

2966.8.5 Repetition: Data entry into hand-held data-collectors.

2966.8.6 Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to work with others to achieve desired goals.

2966.8.7 Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

2966.8.8 Communication Skills: Ability to understand communications from others.